

SAFETY SIMPLY STATED

Volume 2 Issue 4

APRIL 2005

Message from the City Safety Officer, Michael Alio Uncover Potential Accidents Before They Happen!

THINK AHEAD

Take time to look for and identify hazards. All day, no matter what you're doing, think about:

- What you're working with.
- What you'll be doing.
- Where you'll be walking.
- What could go wrong.

STAY ALERT

Train yourself to:

- Give your work your full attention.
- Avoid becoming complacent or taking shortcuts, no matter how many times you've done a job or how many years experience you have.
- Inspect your work area, materials, and equipment for safety each day before you begin working.
- Be constantly aware of possible hazards.
- Be prepared to avoid trouble at any

time.

ASK QUESTIONS

Check things out with your supervisor when:

- You're dealing with a new substance or procedure.
- Something seems wrong, but you're not sure what.

TAKE ACTION

Take responsibility for your safety:

- Use the proper personal protective equipment (PPE).
- Follow all safety rules. If you aren't sure what the City policies are regarding a specific task, ask your supervisor.
- Keep your work area neat and safe.
- Fix any problem your trained to handle.
- Report hazards you can't correct yourself to your supervisor.

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Safety Observances for April ...

- National Public Health Week, April 4-8, 2005
- Earth Day, April 22, 2005
- National Playground Week Safety Week, April 25-29, 2005



National Playground Safety Week April 25-29, 2005

By Laurie Browning, Department Safety Officer, Parks, Recreation and Marine

Teaching Your Child About Playground Safety

Safe playground equipment and adult supervision are extremely important, but it's only half of the equation. Children must know how to be safe and act responsibly at the playground.

- Teach your child to never push or roughhouse while on jungle gyms, slides, seesaws, swings, and other play equipment.
- If your child likes to jump off climbing toys, make certain he knows to check that there are no other children in his way. Teach him to land on both feet with his knees slightly bent.
- Children should leave bikes, backpacks, and other accessories in a designated spot. Items left randomly around the playground can cause children to trip and fall.
- Remind your child that playground equipment should never be used if it is even slightly wet because moisture causes the surface to be slippery.
- During the summertime, playground equipment can become uncomfortably or even dangerously hot. Teach children to use good judgment - if equipment feels hot to the touch, it's probably not safe or fun to play on.



- Even clothing can be a danger on a playground. Make sure your child knows never to wear clothes with drawstrings or other strings at the playground. Strings pose a strangulation hazard because they can get caught on equipment.
- Children should wear sunscreen at all times when playing outside because even on cloudy days they are at risk for sunburn.

Swing Safety

Swings are the most frequent source of childhood injuries from moving equipment on a playground. But a few simple precautions should keep your child safely swinging in the breeze.

- Your child should always sit in the swing, not stand or kneel. He should hold on tightly with both hands while swinging, and when finished swinging, he should stop the swing completely before getting off.
- Children should stay a safe distance from other children on swings, being careful not to run or walk in front of, or in back of, moving swings.

- Children should never double up with two on a swing. Swings are designed to safely hold only one person.
- Adult supervision is key when it comes to swings. Children shouldn't push each other on swings - the child pushing the swing may not be able to gauge properly how much force is necessary, and the child being pushed won't have any control if he wants to stop.
- Teach your child to avoid gliders or animal-shaped swings. These types of swings are very heavy; your child may be seriously injured if struck by a moving swing. The National Program for Playground Safety (NPPS) recommends that these types of swings be removed from all playgrounds because they are not safe.

Seesaw Safety

Because seesaw use requires cooperation between children, they are generally not recommended for preschoolers unless the seesaw is equipped with a spring-centering device to prevent abrupt contact with the ground. Other safety tips to keep in mind about seesaws:

- Seesaw seats are like swings: one child per seat. If your child is too light to seesaw with a partner, he should find a

(Continued on page 3)

National Playground Safety Week— C O N T I N U E D

(Continued from page 2)

different partner, not add another child to his side of the seesaw.

- Children should always sit facing one another, not turned around. Teach your child to hold on tightly with both hands while on a seesaw, not to touch the ground or push off with his hands; and to keep feet to the sides, out from underneath the seesaw.
- Children should stand back from a seesaw when it's in use - they should never stand beneath the seesaw or try to climb on while it's in motion.

Slide Safety

Slides are safe if children are careful when using them:

- Children should take one step at a time and hold onto the handrail when climbing the ladder to the top of the slide. They should *never* climb up the slide itself to get to the top.
- Your child should always slide down feet first and sitting up, never head first on his back or stomach.
- Only one child should be on the slide platform at a time, and children shouldn't slide down in groups.
- Your child should always check that the bottom of the slide is clear before sliding down. When he reaches the bottom of the slide, he should get off and move away from the end of the

slide so it's clear for other children to slide down.

- A hot metal slide can easily burn children. On hot days, your child should feel the slide with his hand **before** climbing up to the top. If the slide feels too warm, he should not play on the slide.

Climbing Equipment Safety

The highest rates of injuries on public playgrounds are associated with climbing equipment., and it comes in many shapes and sizes - including arches, domes, and horizontal ladders. Climbing equipment is generally more challenging for children than other kinds of playground equipment and can be dangerous if not used properly.

- Younger children, especially those younger than five, may not have the upper body strength necessary for climbing. Adult supervision is especially important for younger children who are playing on climbing equipment.
- True monkey bars are a specific type of equipment with interior bars onto which a child could fall. These are **not** considered safe for children.
- Other types of climbing equipment can be used safely if children are taught to use both hands and to stay well behind the person in front of them and beware of swinging feet. When they drop from the bars, children should have their knees bent and land on both feet.

- Too many children on the equipment at one time can be dangerous. Everyone should start on the same side of the equipment and move across it in the same direction.
- When climbing down, children should watch for those climbing up; they should never race across or try to reach for bars that are too far ahead.

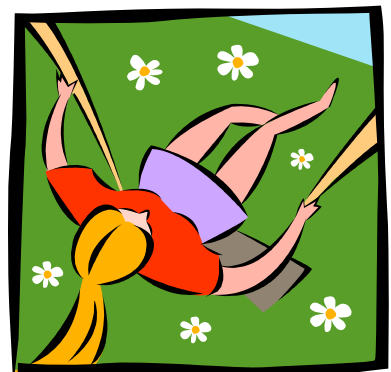
Play is an important part of your child's physical, emotional and social development. If you keep these tips in mind, you're on your way to making sure your child's play is as safe as possible.

For more information, visit the following web sites:

The National Program for Playground Safety <http://www.uni.edu/playground/home.htm>

The U.S. Consumer Product Safety Commission <http://www.cpsc.gov/cpscpub/pubs/playpubs.html>

Kid's Health for Parents http://kidshealth.org/parent/firstaid_safe/outdoor/playground.html



Hazardous Waste Round-up (April 2, 2005)

Long Beach residents will have the opportunity to safely dispose of household hazardous waste and electronic waste free of charge at a Countywide Household Hazardous Waste and E-Waste Roundup. This free roundup will take place at :

Saturday, April 2, 2005

9 a.m. to 3 p.m.

Veteran's Stadium

5000 Lewis Davis Street

(corner of Clark Avenue and Conant Street)



- There is a limit of 15 gallons or 125 pounds per vehicle.
- Bring items in a sturdy box, preferably in their original containers.
- Do not mix products together.
- Never pour hazardous waste down the drain.
- It is against the law to pour hazardous waste into a storm drain.

For more information, call the City of Long Beach Recycling Hotline at **(562) 570-2876** or call 1(888) CLEAN LA.

National Public Health Week (April 4-8 2005)

By Ronald R. Arias, Director,
Department of Health and Human Services

***"Empowering People to
Live Stronger, Longer"***

Advancements in public health and medical treatments have enabled people to live longer lives. But it is important to recognize that if we all want to live longer and healthier lives, it is time now to take the steps to do as much as we can to work towards that goal. Across the country, 2005 Public Health Week is placing the focus on local communities to "empower people to live stronger and longer!"

Preventing problems before they happen is what public health is all about. We all know that if we eat right and exercise we are following the tips for a healthy body. But many people don't recognize that healthy eating and exercise is also responsible for preventing many diseases and chronic health conditions. Research is just beginning to prove that health problems such as diabetes, heart disease and cancer can be assisted in its prevention through healthy behaviors such as physical activity and eating a healthy diet. And it doesn't stop there – healthy diet and physical activity also make us brighter during the day, help us sleep at night, and help to relieve the stress we all build up in our busy world. We can't avoid our genetics – however we can make a difference, one day at a time, in becoming healthier through development of new "good habits".

We're all tired of dieting. I'm not talking about starting a diet. I'm talking about supporting yourself and your family in taking steps to health. It is a gift we can give our children and ourselves daily. Being healthier may take small first steps.

- Introduce veggies into every meal you plan every day;
- Take the stairs instead of the elevator;
- Find opportunities to walk more – to the store, around the block, with your kids, on the course;
- Try fresh fruit for a dessert;
- Encourage your kids to help you make healthy selections at the store;
- Look for recipes that use fresh foods, and depend less upon fat, sugar or starches;
- Move your body every day! After awhile you will discover it is fun!



We have a battle to fight. That battle is the battle of health. If we all want to live the long healthy lives we envision, then we must take up the tools to fight the battle of health. We can do this daily. But we can't do it without taking the first steps. I want to encourage all of you to take those first steps. Today is the day to take the steps to be empowered to focus on your health. Join me in this battle and start now to live a stronger, longer life!



Whatcha Gonna Do When They Come For You?

By Tristina Meche, Safety Specialist

An inspection by the California Occupational Safety and Health Administration (Cal/OSHA) may be prompted by an employee complaint, a media report, a serious injury, an employee death, or a random inspection, although random inspections are not common. If a Cal/OSHA compliance officer was to visit your facility or worksite, would you know what to do? Follow the steps listed below:

Pre-inspection preparation:

- Develop procedures for personnel to follow when a compliance officer arrives. Post the procedures and key telephone numbers at the location a compliance officer is most likely to arrive (i.e., reception area.)
- Identify an employee representative who will accompany the inspector.
- Discuss with supervisors the need to continue enforcing safety and health rules during an inspection.

At the start of the inspection:

- Confirm identity by checking the compliance officer's State of California photo identification and credentials prior to entry. Politely ask the compliance officer to wait in the reception area while management and designated safety personnel are contacted. Do not begin the inspection until management and safety personnel arrive and avoid discussions of City business in the presence of Cal/OSHA personnel.
- The City Safety Officer should be contacted anytime a Cal/OSHA compliance officer arrives!

During business hours: (562) 570-6476

After business hours: Pager # (562) 408-5588

If designated safety personnel are not able to respond, the representative for the facility must be aware of the steps that an inspector follows and what is expected.

Step 1: The Opening Conference. The compliance officer will explain the purpose and scope of the inspection, what triggered it, what areas he/she is there

to look at, and the legal steps Cal/OSHA personnel must follow.

- Write down everything that is discussed; don't try to rely on your memory later.

Step 2: The Walk Around. Accompany the compliance officer directly to the area being investigated. Do not allow him/her to go alone.

- If employees are represented by a bargaining unit, their representative must be permitted to accompany the inspector.
- The compliance officer may interview employees who agree to be interviewed. A manager, safety personnel or a union representative (if applicable) may be present in the interview if the employee requests it.
- Take notes on what the compliance officer looks at, who he/she talks to, what is said and any documentation reviewed.
- When in doubt, ask questions.

Step 3: The Closing Conference. The compliance officer will summarize the inspection and may provide you with a request for documents such as training records, inspection forms, equipment maintenance records, a copy of written safety procedures and the City's Injury & Illness Prevention Program.

- Provide additional relevant information that might have been overlooked.
- Don't make admissions or argue your case with the inspector.

Remember Cal/OSHA may show up at any city worksite, and at any time. Being prepared for an inspection will make it go more smoothly and can help the City avoid citations and fines.

**THE CITY SAFETY OFFICER SHOULD BE
CONTACTED ANY TIME A CAL/OSHA
COMPLIANCE OFFICER ARRIVES!**



Did you know???

Earth Day is April 22nd. Earth Day marks the birth of the modern environmental movement in 1970. We invite you to be part of this history and a part of the Earth Day. Discover energy you didn't even know you had. Feel it rumble through the grass under your feet and the technology at your fingertips. Channel it into building a clean, healthy, diverse world for generations to come.

HAND WASHING

Excerpt from the St. Louis Post

Hand washing remains the No. 1 defense against spreading germs. Use warm water and soap, and rub your hands briskly under the water. Remember that an effective hand wash takes 15 to 20 seconds. That's about the time it takes to sing "Happy Birthday" twice.

If soap and water are not available, alcohol-based disposable hand wipes or gel sanitizers may be used as a substitute. If using gel, rub your hands until the gel is dry. The gel doesn't need water to work; the alcohol in it kills the germs on your hands. It's a good idea to keep a bottle nearby so it's convenient to use—in your desk, car, pocket or purse.

It is especially important to wash your hands:

- Before, during, and after you prepare food,
- Before you eat,
- After you use the bathroom or change a diaper,
- After handling animals or animal waste,
- When your hands are dirty, and
- Wash your hands more frequently when someone in your home is sick.



Cell Phones & Driving Safely

A new driving law on the use of wireless telephones takes effect in 2005 (AB 2785 - Nakano). This addition to the California Vehicle Code prohibits the driver of a school bus or transit vehicle from using a wireless telephone while driving. Exemptions are for work related use or emergency purposes.

Other cell phone driving safety tips are:

- Use your cell phone only when parked, or have a passenger use it while you are driving.
- Never dial the phone or take notes while driving. Pull over so that your eyes remain on the road.
- If your phone rings while driving, let the cellular voice mail service take the call and listen to the message later when you are parked.
- Make sure the phone is easy to see and reach. Get to know your phone and its features, such as speed dial and redial.
- If you must answer your phone, let the person you are speaking to know you are driving; suspend the call until you can pull over.
- Do not engage in stressful or emotional conversations on your phone, or with passengers in your car, that may divert your attention from the road.

Test Your Evacuation Knowledge Quiz

By May Jong, Safety Training Coordinator

Answer True or False to the following questions:

- T F 1. Exit routes must be kept clear of obstructions at all times to avoid bottlenecks.
- T F 2. The designated assembly area may be on a different floor or may be outside the building.
- T F 3. OSHA requires employers to have a written Emergency Action Plan that includes a description of the evacuation procedures.
- T F 4. Ways to signal an alarm include a manual pull box alarm, use of the public address system, phones, and yelling or shouting.
- T F 5. An exit route consists only of the door or stairs that lead out of the building.
- T F 6. Some workers may be assigned to stay behind and shut down equipment.
- T F 7. Doors that might be mistaken for an exit must be posted with a sign such as "Not An Exit."
- T F 8. High-rise buildings should be completely evacuated in every emergency.
- T F 9. First aid for smoke inhalation is mouth-to-mouth resuscitation.
- T F 10. Mobility-impaired individuals should be carried down exit stairs.



Do you know what to do during an evacuation?

Answers to Test Your Evacuation Knowledge Quiz are on Page 8.



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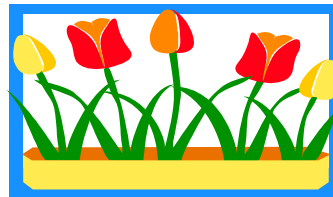
Citywide Employee Safety Training Schedule

Dates	Course	Time (s)	Location
April 5	Crane Certification (NCCCO) Training-Specialty Exam (On-going)	7:30 am—4:30 pm	PW/EDC Classroom, 2929 E. Willow Street
April 5	Office Ergonomics Training (1 1/2 hrs) AM/PM sessions	AM— 10:00 am—11:30 am PM—1:30 pm—3:00 pm	Main Library Auditorium, 101 Pacific Avenue
April 6	Crane Certification (NCCCO) Training-Practical Exam (On-going)	7:00 am—5:00 pm	Harbor Department-Maintenance, 1400 W. Broadway
April 6	Respirator Training (2 hrs)	8:00 am—5:00 pm	Health Department, 2525 Grand Avenue, Room 204
April 7	Walking Into Someone's Home (WISH) Training (8 hrs)	8:00 am—5:00 pm	Health Department, 2525 Grand Avenue, Room 204
April 13—15	Defensive Driver's Training (4 hrs) AM/PM sessions	AM— 8:00 am—12:00 pm PM— 12:30 pm—4:30 pm	Harbor Department, 925 Harbor Plaza, 5th floor Conference Room
April 18-21	Crane Certification (NCCCO) Training (32+ hrs)	7:30 am—4:30 pm	PW/EDC, Classroom, 2929 E. Willow Street NOTE: Practical at Harbor Dept-Maintenance Yard
April 18	First Aid (Module 2) (4 hrs) AM/PM sessions	AM—8:00 am—12:00 pm PM—12:30 pm—4:30 pm	American Red Cross, 3150 E. 29th Street, Classroom # 2
April 18	Asbestos Building Inspector Refresher (4 hrs)	7:30 am—11:30 am	PW/SF Yard, Training Room, 1601 San Francisco Avenue
April 20	Life Safety Training (Module 5) (4 hrs) AM/PM sessions	AM—8:00 am—12:00 pm PM—12:30 pm—4:30 pm	PW/EDC Classroom, 2929 E. Willow Street
April 21	Lockout/Tagout (LOTO) Authorized Worker Refresher (4 hrs) AM/PM sessions	7:30 am—11:30 am 12:30 pm—4:30 pm	PW/EDC Classroom, 2929 E. Willow Street
April 22	Crane Certification (NCCCO) Training-Practical Exam (On-going)	7:00 am—6:00 pm	Harbor Department-Maintenance, 1400 W. Broadway
TBD	Electrical Safety Training	TBD	TBD



NOTE: Course dates and times are subject to change without notice. Please be advised that HR will request a JV charge point from departments who have employees signed up for training and they do not show up for the class. If you have any questions, please contact May Jong, Risk Management @ may_jong@longbeach.gov

City of Long Beach
 Department of Human Resources
 Risk Management, Safety Office
 333 W. Ocean Boulevard, 10th Floor
 Long Beach, CA 90802
 Phone: (562) 570-6476
 Office Hours: Monday—Friday
 7:30 am—4:30 pm



City of Long Beach

City Safety Office Staff

**Michael Alio, Acting Risk Manager &
 City Safety Officer.....(562) 570-6476**

**Tristina Meche
 Safety Specialist.....(562) 570-5892**

**May Jong
 Training Coordinator.....(562) 570-5059**

**Loida Garcia
 Clerk Typist III.....(562) 570-6552**

Safety Through Teamwork

We're on the web!!

<http://wmirror.ci.long-beach.ca.us:8000/hr/employees/safety/index.htm>

Reminder! When you set your clocks forward on April 3 for Daylight Saving Time, don't forget to change your smoke detector batteries.

Keep Stress in Check

Stress is the body's response to pressure, tension and change. A little stress can sharpen your senses and your performance. But too much stress can be harmful to your body and your mind. You can manage stress if you take positive action as a matter of routine. Here are ten tips to help:

1. Eat well, exercise regularly and get enough sleep.
2. Plan and prioritize. Make reasonable "To Do" lists and try not to add to them.
3. Be flexible. Go with the flow and learn to accept what you can't change.
4. Make time in your schedule for fun and relaxation.
5. Talk out your problems with a trusted friend, co-worker or relative.
6. Break down big projects into small tasks.
7. Chase stress away with humor. Share appropriate jokes with co-workers, and post funny cartoons on bulletin boards.
8. Take short stretch breaks during the day.
9. When things get tense, close your eyes and take ten slow, deep breaths.
10. If you have persistent, stress-related physical or emotional problems, don't hesitate to consult an Employee Assistance Program (EAP) counselor or your doctor. You can contact the Health Department EAP at 570-4101 for an appointment.



Answers to Test Your Evacuation Knowledge Quiz

1. True 2. True. 3. True. 4. False. Direct voice communication is only an acceptable procedure for sounding an alarm if there are 10 or fewer employees in a particular workplace and all employees can hear the alarm. 5. False. An exit route is a continuous and unobstructed way of exit from any point in the building. 6. True 7. True 8. False. High-rise buildings will use staged relocation to a floor of refuge. 9. False. First aid is fresh air unless the person is not breathing; then use CPR. 10 False. Move horizontally to a designated refuge area on your floor.